

SCOPE OF WORK
SOLICITATION NO. IFB 8600 DCM1041
DECOMPOSED GRANITE AND ROAD BASE GRAVEL

1.0 PURPOSE

The purpose of this solicitation is for the City of Austin (City) to identify qualified contractors to provide decomposed granite and road base gravel. The decomposed granite gravel will be used as a surfacing material on various hike and bike trails, and designated park areas administered by the Parks and Recreation Department and the road base gravel will be administered by the Department of Aviation.

The Contract shall be utilized by the following City Departments: Parks and Recreation Department; Department of Aviation; Public Works Department; and Building Services Department. The City reserves the right to allow other City departments to utilize this Contract. The City reserves the right to add or remove locations; add other City departments; add or remove services; and/or adjust frequency as deemed necessary throughout the contract term.

It is the City's preference to award a single contract for these services however, the City reserves the right to reject all bids entirely or make multiple contract awards between the lowest and/or, most responsive bidders. This IFB will be awarded to the Contractor that submits the lowest responsive bid. Award shall be based on individual or groups of specific line items, cost, or any criteria deemed by the City to be most advantageous.

2.0 TERM OF CONTRACT

This Contract shall remain in effect for an initial term of 36-Months or the City terminates the Contract. This Contract may be extended beyond the initial term for up to two (2) additional 12-Month periods at the City's sole option.

3.0 DEFINITIONS

The following definitions apply to the Scope of Work portion of the contract:

"Department" means City of Austin Departments.

"PARD" means Parks and Recreation Department.

"Parkland" means dedicated land reserved for public park use.

"Contract Manager" means Department designee overseeing contract and principal contact.

"Department Staff" means Contract Manager's designee(s) authorized to direct, coordinate, oversee, and or make day to day decisions concerning gravel delivery operations

"Staging Site" means designated area of parkland specific to raw material deliveries.

"End Dump" means an oversized dump truck with a 25-ton capacity.

"Pull-off" means not deliver to a requested site, or to leave a delivery site without satisfying delivery request(s) or requirements under this scope of work.

"Parameterize" means the description or defining of a space by the use of a parameter

3.0 CONTRACTOR QUALIFICATIONS

3.1 The Contractor's facility shall be located within a 20-Mile radius of the Austin City Limits.

- 3.2 The Contractor shall have a functional e-mail address and phone number and be available to provide services within a 24-Hour Notice by the City.
- 3.3 The Contractor shall employ qualified personnel skilled in the performance of distribution of gravel.
- 3.4 The Contractor shall ensure all personnel assigned to this contract shall have experience working in the industry required for this commodity\service.
- 3.5 The Contractor shall provide and maintain a staffed telephone customer service system that is operational during regular business hours, which are defined Monday and Friday from 7:00 A.M. to 5:00 P.M. Telephone answering machines do not meet the requirements of this paragraph
- 3.6 The Contractor's work and clean-up shall comply with all applicable regulations and laws concerning the delivery of gravel.
- 3.7 The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least three (3) complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last five (5) years. References shall indicate a record of positive past performance.

4.0 CONTRACTOR RESPONSIBILITIES

4.1 General Requirements

The Contractor shall:

- 4.1.1 Provide all equipment, materials, labor, tools, incidentals, expendable items, personnel protective equipment, and transportation necessary to supply gravel, and perform the required service(s) under this scope of work. Any costs associated with meeting this requirement shall be included in the cost in the Price Submission Sheet and not charged separately.
- 4.1.2 Supply, deliver, and off load gravel. Locations will be determined at the sole discretion of the Contract Manager or Department Designee and subject to change. The Contract Manager or Department Designee will notify the Contractor when there is a change or addition to a location.
- 4.1.3 Be responsible for covering all deliveries, with a tarp, to City property regardless of the quantity ordered.
- 4.1.4 Ensure all tools and equipment used in performing the services are in proper working order, meet the manufacturer's standards, and that all applicable safety checks are performed prior to use.
- 4.1.5 Provide a delivery receipt to appointed department staff, on site, at time of delivery.

- 4.1.6 Meet all Commercial Driver's License (CDL) licensing, certifications, and regulation requirements for all driver's and equipment.
- 4.1.7 Be responsible for any damage caused by contractor's employees, subcontractors, or equipment while delivering on City property.
- 4.1.8 Furnish each of its employees with proper identification. Identification shall include the Contractor's name and employee name. Contractor employees shall always wear the identification on an outer garment while performing services under the Contract
- 4.1.9 Provide its employees with distinctive clothing that easily identifies them as Contractor personnel and is always worn while performing services at City locations. An identifiable T-shirt is considered an acceptable uniform.
- 4.1.10 Not damage or destroy natural environments.
- 4.1.11 Be responsible for any and all damages as a direct result of Contractor's owned equipment, employees, or Contractor's actions. If damage occurs, Contractor shall immediately notify the Contract Manager or Department Designee. Damages to City equipment or property by Contractor's employees or its subcontractor shall be replaced or repaired to the satisfaction of the City by the Contractor, at no cost to the City. The City may, however, at its sole discretion, elect to make repairs or replacements of damaged equipment or property and deduct the cost from any payments owed to Contractor or to recover costs if no payments are owed.

4.2 Decomposed Granite Gravel Material Requirements

- 4.2.1 Decomposed granite gravel shall be red to dark pink in color.
- 4.2.2 Decomposed granite gravel shall be comprised of a mixture of unwashed aggregate and clay fines to the following gradation:

Sieve Size	Percent Passing
Retained on 5/8 sieve	0%
Retained on 3/8 sieve	15% to 25%
Retained on #4 sieve	40% to 55%
Retained on #10 sieve	20% to 35%

- 4.2.3 Material shall not exceed a ¼ inch minus gradation.

4.3 Road Base Gravel Material Requirements

- 4.3.1 Road base gravel for the rock size shall not exceed 1 ¾".
- 4.3.2 Road base gravel is also known as caliche, this crushed limestone is perfect for a base material or filling in holes on dirt roads.

- 4.3.3 Road base gravel will be used as the foundation of a road and driveways for areas where installing asphalt is cost prohibitive.
- 4.3.4 Road base gravel is made from crushed limestone and limestone dust which makes it interlock and compact better than round rock would. It packs down and gets hard within a few weeks.

4.4 Safety Requirements

The Contractor shall:

- 4.4.1 Comply with all Federal and State of Texas standards, regulations, and laws concerning this type of service, including but not limited to:
 - 4.4.1.1 Texas Department of Transportation and Texas Commission on Environmental Quality regulations. <https://www.tceq.texas.gov/>
 - 4.4.1.2 Occupational Safety and Health Administration (OSHA) safety guidelines for the sale and delivery of Decomposed Granite and Road Base Gravel material.
 - 4.4.1.3 Environmental Protection Agency (EPA). <https://www.epa.gov/>
 - 4.4.1.4 Texas Commission on Environmental Quality (TCEQ):
<https://www.tceq.texas.gov/>
 - 4.4.1.5 City of Austin ordinances and regulations.
https://library.municode.com/tx/austin/codes/code_of_ordinances
- 4.4.2 Retain sole responsibility for the safety of all personnel.

4.5 Single Point of Contact

The Contractor shall:

- 4.5.1 Provide a Single Point of Contact who is skilled, knowledgeable, and experienced in providing the types of services listed in this Scope of Work.
- 4.5.2 Provide a Single Point of Contact who shall be available for requests during business hours (8:00 a.m. thru 2:00 p.m. Monday through Friday) and after hours (2:01 p.m. to 7:59 a.m.) and may include City observed holidays.
- 4.5.3 Not remove a Single Point of Contact from the project without prior written consent, by the Contract Manager or Department Designee. During times the Single Point of Contact is unavailable (due to vacation, travel, etc., for example), the Contractor shall provide a designee for the Single Point of Contact. The designee shall meet the same requirements as specified for the Single Point of Contact within this Scope of Work and shall have the same authority as the Single Point of Contact.
- 4.5.4 Provide the following information to the Contract Manager or Department Designee with five (5) days after contract award.
 - 4.5.4.1 Name and Title

- 4.5.4.2 E-mail address
- 4.5.4.3 Office Phone Number
- 4.5.4.4 Cell Phone Number

5.0 **DELIVERY LOCATIONS**

The Contractor shall:

- 5.1 Deliver gravel in end-dump trucks. The City may request delivery in a 12-yard truck, or other size truck if approved by the Contract Manager or Department Designee.
- 5.2 Make delivery within 24-Hours after a Delivery Order has been received from the Contract Manager or Department Designee.
- 5.3 Deliver complete orders of gravel to requested sites.
- 5.4 Deliver partial orders, upon approval of the Contract Manager or Department Designee. Coordination with the Contract Manager or Department Designee, for partial orders must take place at minimum, three (3) hours prior to delivery.
- 5.5 Contact the Contract Manager or Department Designee if Contractor is unable to deliver complete order/request
- 5.6 Acknowledge that delivery pull-offs will not be acceptable to the City.
- 5.7 Provide delivery notification within one (1) hour of anticipated arrival.
- 5.8 Notify Contract Manager or Department Designee of any issues that will cause vendor to delay delivery of gravel. A minimum of one (1) hour notification to the Contract Manager or Department Designee is required.
- 5.9 Deliver to specified and designated delivery areas as directed by the Contract Manager or Department Designee to minimize damage/risk to Recreation (Parkland) and other City Property.
- 5.10 Provide notice to department designated staff, specified on Delivery Order, of impacts to delivery within one (1) hour of scheduled delivery.
- 5.11 Reschedule delivery within 24-Hours of non-delivery notice.
- 5.12 Contact the Contract Manager or Department Designee at start of business day when inclement weather impacts delivery.
- 5.13 Provide truck scale tickets, with each load, identifying material weight per delivery.
- 5.14 Deliver to the locations provided at the time of order by the Contract Manager or Department Designee unless otherwise specified by the City in the Delivery Order.

Location/Facility Name	
Address:	Delivery location(s) will be provided at time of order.
Days/Hours of Operation:	6:30 A.M. to 3 P.M. Monday thru Friday,
The City of Austin reserves the right to add delivery locations, change the delivery times, change hours of operation and change dates throughout the term of the contract.	

6.0 **SPECIFIC INVOICE REQUIREMENTS**

6.1 The City's preference is to have invoices emailed to the addresses below:

Department	e-mail addresses
Aviation Department:	abia.invoices@austintexas.gov
Public Works Department	PWD Purchasing@austintexas.gov
Parks & Recreation	PARDAccountsPayable@austintexas.gov
Building Services Department	BSDAPInvoices@austintexas.gov BSD Accounts Payable

6.2 Invoices shall list the following items:

1. A unique invoice number
2. Invoice date
3. Purchase order or delivery order number
4. Contract number
5. Shipment Location
6. Item Shipped
7. Description of services performed
8. The Contractor's name and remit to address; and
9. The Contractor's tax identification number (must exactly match the information in the Contractor's registration with the City.)

6.3 For questions regarding your invoice/payment please contact the City Contract Manager.

7.0 **DESIGNATION OF KEY PERSONNEL**

The City and the Contractor resolve to keep the same key personnel assigned to this engagement throughout its term. In the event that it becomes necessary for the Contractor to replace any key personnel, the replacement will be an individual(s) having equivalent experience and competence in executing projects such as the one described herein. Additionally, the Contractor shall promptly notify the City and obtain written approval for the replacement. Such approval shall not be unreasonably withheld. The City's key personnel are identified as follows:

	Name/ Title	Phone Number	Email Address
Public Works Dept	Brenda Jimenez	512.974.7955	brenda.jimenez@austintexas.gov
Building Services	Marty James	512-974-3519	Marty.James@austintexas.gov
Aviation Department	Chris Carter	512-530-6352	Chris.Carter@austintexas.gov
Parks and Recreation	Felix Padron	512-974-6043	Felix.Padron@austintexas.gov
Procurement Specialist	Diana McIntosh	(512) 974-2034	Diana.McIntosh@austintexas.gov

8.0 **CITY REQUIREMENTS**

- 8.1 The City reserves the right to request delivery in a 12-Yard truck, or other size truck, if approved by the Contract Manager or Department Designee.
- 8.2 The City will provide an on-site contact for each delivery.
- 8.3 The Contract Manager or Department Designee will issue a delivery order (DO) to the Contractor at the time of the order.
- 8.4 The City will identify the Contract Manager or Department Designee that will be on-call for delivery and inspection.
- 8.5 The City will provide staging site capacity at time of Delivery Order.
- 8.6 The City will prep Staging Site prior to delivery:
 - 8.6.1 City will board each tree in limits of construction (LOC) zones for delivery.
 - 8.6.2 City will parameterize staging sites with silt fencing.
- 8.7 The Contract Manager or Department Designee will specify time and location of delivery.
- 8.8 The City reserves the right to place orders on an as-needed basis and quantities will vary.
- 8.9 The City reserves the right to increase or decrease projected order quantities.
- 8.10 The City reserves the right to not engage, accept nor approve change orders without written authorization.
- 8.11 The City will provide access to delivery site and or staging site for offloading of material to allow Contractor ingress and egress at time of delivery.
- 8.12 The City reserves the right to refuse any material not meeting specification.
- 8.13 The City will inspect delivery upon arrival of gravel prior to offloading of material. Quality control test (sift, measure, and weigh) will be performed prior to offloading of gravel.

9.0 **OMISSIONS**

It is the intent of this IFB to acquire the services described herein. All items and/or services omitted from this document which are necessary to meet the objectives of the services described will be considered requirements, although not directly specified or called for herein. Pricing and discounts (if applicable) for any necessary but omitted item or service shall be listed in the Contractor's Offer.